



**CCPA Board of Directors Meeting  
February 16, 2022/ 16 Février 2022  
18:00-19:15 ET / HE**

**Present:** Kathy Offet-Gartner (Chair), Rabeea Siddique, Sylvie Arseneau, Nicola Sherwin-Roller, Siri Brown, Corrine Hendricksen-Eldershaw, Carrie Foster, Jen Rowett, Lori Rudniski, Cynthia Schoppmann, Barbara MacCallum, Kim Hollihan (Secretary), Pascale Thériault (note-taker).

**Regrets:** Liette Goyer, Kaitlyn Munn, George Maringapasi, Kevin Alderson, Arash Kameli, Janis Campbell, Melissa Jay

**Agenda**

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest
5. Indigenous Practice Award Nomination
6. Centre of Excellence on Clinical Supervision - Professional Fee Request
7. Publications Policies
8. Risk Management Item - Donation to Wet'suwet'en
9. Strategic Leadership Plan 2021-2023
10. Cognica Recommendation
11. Information Updates
12. Committee Updates
13. Next Meeting
14. Adjournment

**1. Welcome**

- Kathy Offet-Gartner welcomed everyone to the meeting and highlighted her appreciation to everyone who took the time to attend the meeting.

**2. Approval of the Agenda**

- CCPA recently learned that the BC Association of Clinical Counsellors (BCACC), the largest member of FACTBC, has left the Federation.
- A meeting is planned for CCPA representatives for FACTBC, BC, the Executive and National Office on February 21, 2022 to discuss the impact of this news and BCACC's rationale for leaving.
- Agenda Item #6 (LSF for FACTBC) was therefore removed from today's agenda.

**Motion:** To approve the agenda as amended.

**Moved by Siri Brown. Seconded by Sylvie Arseneau.  
CARRIED**

### 3. Approval of Minutes

**Motion:** To approve the January 19, 2022 Board Meeting Minutes as presented.

**Moved by Siri Brown. Seconded by Sylvie Arseneau.  
CARRIED**

### 4. Conflict of Interest

- Lori Rudniski declared a conflict of interest on item #6.
- Sylvie Arseneau declared a conflict of interest on item #6.

### 5. Indigenous Practice Award Nomination

- The purpose of this award is to honour excellence in advancing culturally safe counselling and psychotherapy services for Indigenous Peoples in Canada.
- Kathy Offet-Gartner thanked Melissa Jay for her support and contributions to the new process for the Indigenous Practice special award.
- Tremendous support was expressed for this year's nominee, Shelley Spear Chief, and the considerable amount of work that went into preparing the nomination was evident and acknowledged.

**Motion:** To approve Shelley Spear Chief as the recipient of the 2022 Indigenous Practice Award.

**Moved by Sylvie Arseneau. Seconded by Jen Rowett  
CARRIED**

### 6. Centre of Excellence on Clinical Supervision - Professional Fee Request

- In the spring of 2021, a Think Tank was formed to review and consider how CCPA could better promote clinical supervision and encourage professional growth.
- The Think Tank discussed how to best centralize supervision resources and utilize the unique knowledge and skills in this area while streamlining contributions.
- The Think Tank proposed forming an Institute or Centre of Excellence for Clinical Supervision.
- A small team was formed to conduct a feasibility study and explore different options that could align with the Think Tank's recommendation.
- This first phase of the project requires a significant amount of research.
- A Research and Planning Analyst Position at National Office was supposed to support this project, however, the position wasn't filled.
- Blythe Shepard, Chair of the Centre of Excellence on Clinical Supervision project committee proposed taking on the research component of the project for a professional fee of \$3000 given that the work involved (estimated at 60 hours) exceeded that which would be expected of a volunteer chair.
- Since receipt of the initial professional fee quote from Blythe, Pascale Thériault has joined the committee as both an administrative and research assistant, and has spent approximately 10-15 hours on research over the last 3 weeks with more to follow.
- Given the addition of Pascale, Blythe has reduced her request from 60 hours to 30 hours for a total of \$1500 instead of \$3000.

- The fee per hour requested by Blythe is comparable to that which was and will be paid by the Technology and Innovative Solutions Chapter and Career Counsellors Chapter for similar project work.

**Motion:** To approve a \$1500 professional fee for Dr. Blythe Shepard for the research she is doing for the proposed Centre of Excellence in Clinical Supervision project.

**Moved by Jen Rowett, Seconded by Nicola Sherwin-Roller**

**CARRIED**

**2 Abstentions**

## **7. Publications Policies**

- An extensive revision of and update to CCPA's Publications Policies started under the previous Board, with reviews by the Governance, Quality Assurance and Executive Committees as well as the Senate (past Presidents of CCPA) and National Office.

**Motion:** To approve the Publication Policies as presented.

**Moved by Sylvie Arseneau, Seconded by Nicola Sherwin-Roller**

**CARRIED**

## **8. Risk Management Item - Donation to Wet'suwet'en**

- Risk management concerns regarding the \$500 Wet'suwet'en donation approved by the Board in November 2021 were raised at the January 19, 2022 Board meeting and are summarized in the minutes of that meeting.
- The Board was invited at the January 2022 Board meeting to take time to do further research and reflection on the matter with the intent to revisit the donation at the February 2022 meeting.
- Pascale Thériault provided numerous news articles to assist with everyone's research and reflection.
- The Board appreciated the reminder that the Association's interests should be put before each Director's personal beliefs.

**Motion:** Because of Risk Management concerns, the motion approved by the Board of Directors on November 21, 2022 to donate \$500 in support of the Wet'suwet'en Land Defenders is rescinded.

**Moved by Sylvie Arseneau, Seconded by Jen Rowett**

**CARRIED**

**2 abstentions**

## **9. Strategic Leadership Plan 2021-2023**

- Kathy Offet-Gartner presented an overview of the draft plan at the November 2021 Board meeting and invited everyone to review and provide feedback before the February 2022 Board Meeting.
- A couple of Directors have questions and comments left to address but as they don't influence the content of the Strategic Leadership Plan, they will reach out to National Office separately.
- The Directors are pleased to see how much is being done by CCPA and appreciate how succinct the document is.

**Motion:** To approve the Strategic Leadership Plan 2021-2023.

**Moved by Lori Rudniski, Seconded by Siri Brown  
CARRIED**

**Actions:**

- Sylvie Arseneau and Siri Brown to send comments, questions and grammatical edits of the approved plan to Pascale Thériault and Kim Hollihan.
- National Office will send the updated numbers for contributions under the Legislative Support Fund to the Board.

**10. Cognica Recommendation**

- Kim Hollihan explained that National Office is recommending a reduction from 4 to 2 editions of Cognica per year because of the following:
  - A significant amount of work goes into producing an edition, on average one week for a staff member to put it together over 6 weeks, time for reviews by the volunteer editorial committee and by a National Office management representative plus time to prepare articles by regular contributors (President, President-Elect, Ethics Amicus).
  - Translation costs vary by length but can be upwards of a few thousand dollars per edition, readership is low at an open rate of approximately 8%, and the member services audit conducted in fall 2021 revealed just over half of the certified members were aware of Cognica, with about a third not finding it relevant.
  - Staff involved with Cognica think that the time and effort that goes into publishing Cognica 4 times a year could be better spent elsewhere.
  - Support for the recommendation to reduce to 2 editions per year was expressed.
  - It was noted that nowadays people seek information in new ways such as via social media and video.

**Motion:** To reduce the number of editions of Cognica to twice a year.

**Moved by Siri Brown, Seconded by Jen Rowett  
CARRIED**

**11. Information Updates**

**COVID-19**

- Staff continue to work remotely.
- Restrictions are easing in Ontario.
- A return-to-office date is still undetermined, however, it will likely be spring.

**National Office**

- Two new staff members have joined the National Office team (Communications Coordinator and Accounting Administrator), replacing staff who left to pursue other opportunities in their respective fields.
- The Management Team is reviewing the results of the member services audit and determining the next steps.
- The Personnel Policies manual has been updated following a review by an external HR firm and has started through the ball toss.
- The inaugural [Counselling and Psychotherapy Month](#) launched today.
- A virtual Parliament Hill Week is planned for April 4 - 7.

- Board members interested in participating in MP meetings during the Hill Week are asked to contact Monika Green at [mgreen@ccpa-accp.ca](mailto:mgreen@ccpa-accp.ca).

### **Conference**

- The 2022 conference will be held virtually.
- Karina Albert and Alene Holmes are working diligently on making the switch from hybrid to virtual and all that entails including negotiating with the hotel in PEI, updating the conference program and communicating with presenters, delegates and members.
- The revised program is expected to be published next week.
- Registration numbers are on the rise.

### **12. Committee Updates**

- Deferred to next meeting.

### **13. Next Meeting**

- March 16, 2022 – 6:00 - 7:00 PM (EDT)

### **14. Adjournment**

**Motion:** To adjourn the meeting.

**Moved by Nicola Sherwin-Roller**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

### Summary of Motions

**Motion:** To approve the agenda as amended

**Moved by Siri Brown. Seconded by Sylvie Arseneau.  
CARRIED**

**Motion:** To approve the January 19, 2022 Board Meeting Minutes as presented.

**Moved by Siri Brown. Seconded by Sylvie Arseneau.  
CARRIED**

**Motion:** To approve Shelley Spear Chief as the recipient of the 2022 Indigenous Practice Award.

**Moved by Sylvie Arseneau. Seconded by Jen Rowett  
CARRIED**

**Motion:** To approve a \$1500 professional fee for Dr. Blythe Shepard for the research she is doing for the proposed Centre of Excellence in Clinical Supervision project.

**Moved by Jen Rowett, Seconded by Nicola Sherwin-Roller  
CARRIED  
2 abstentions**

**Motion:** To approve the Publication Policies as presented.

**Moved by Sylvie Arseneau, Seconded by Nicola Sherwin-Roller  
CARRIED**

**Motion:** Because of Risk Management concerns, the motion approved by the Board of Directors on November 21, 2022 to donate \$500 in support of the Wet'suwet'en Land Defenders is rescinded.

**Moved by Sylvie Arseneau, Seconded by Jen Rowett  
CARRIED  
2 abstentions**

**Motion:** To approve the Strategic Leadership Plan 2021-2023.

**Moved by Lori Rudniski, Seconded by Siri Brown  
CARRIED**

**Motion:** To reduce the number of editions of Cognica to twice a year.

**Moved by Siri Brown, Seconded by Jen Rowett  
CARRIED**

**Motion:** To adjourn the meeting.

**Moved by Nicola Sherwin-Roller**

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	10	Sylvie Arseneau and Siri Brown to send comments, questions and grammatical edits of the approved plan to Pascale Thériault and Kim Hollihan.	ASAP	Sylvie Arseneau, Siri Brown, Pascale Thériault, Kim Hollihan
2	10	National Office will send the updated numbers for contributions under the Legislation Support Fund to the Board.		National Office